

FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible entrance-level positions in the operation of fire communications equipment. Fire Communications Officers answer fire telephones, dispatch fire fighting equipment, and keep records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Fire Communications Officers report to and have work reviewed by the Fire Prevention Officer.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures essential information from the caller. Receives alarms on private alarm systems and follows procedure for dispatching personnel. Sounds fire alarms. Transmits information regarding fire by telephone and radio. Dispatches correct unit(s) following departmental procedures.

Receives and transmits messages to and from the fire scene, and to and from related department personnel. Takes requests for assistance from units and provides for requested assistance using proper departmental procedures. Uses CAD to display to monitor the location and status of firefighting equipment, apparatus, and personnel. Replies to requests for information which come in by radio from emergency units. Notifies all specified officers and/or special units of all working fires.

Receives emergency calls of non-fire nature and responds appropriately. Receives non-emergency calls and provides information as requested on fires and street location. Answers department non-fire telephones, and directs caller to the appropriate person.

Supervises the general care, maintenance, and use of departmental communications equipment. Tests and inspects communications equipment and back-up power system for readiness for service. Recommends the purchase of supplies and equipment for the communications unit.

Keeps records and writes reports concerning communications operations. Compiles and analyzes data needed for reports.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must present a certificate verifying the ability to type forty-five (45) net words per minute.

Prior to confirmation, must establish domiciliary residence within the Parish of St. Mary.

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